**SkillsQuest Technical Delegate’s Checklist**

This checklist is for sanctioned SkillsQuest Tournaments where a Technical Delegate is required and assigned.

This checklist is not for non-sanctioned, in-house SkillsQuest Assessments (club activity restricted to club athletes’ participation). *Technical Delegates are not assigned for non-sanctioned, in-house SkillsQuest Assessments.*

The role of the Technical Delegate is to review the venue on-hill competitor security based on assessed skills as listed in the “SkillsQuest Tournament Organizer Handbook” posted on the U.S. Ski & Snowboard website and monitor adherence to U.S. Ski & Snowboard event rules and procedures.

The Jury members for a sanctioned SkillsQuest Tournament are: Technical Delegate, Referee, and Chief of Race. *(The Chief of Race may also be serving as the SkillsQuest Tournament Director.)*

1. Confirm with the Organizing Committee (Chief of Race/SkillsQuest Tournament Director) which skills will be assessed, and that U.S. Ski & Snowboard Transmittal numbers have been assigned by Competition Services.
2. Confirm with the Organizing Committee and Ski Patrol that required medical service personnel are being dedicated to the SkillsQuest Tournament.
3. Confirm with the Organizing Committee that coaches and officials have proper credentials required for their positions and/or arena access.
4. Confirm with the Organizing Committee that all SkillsQuest Evaluators have proper credentials; e.g., are either a current U.S. Ski & Snowboard Coach, Official, Club Volunteer member or have signed U.S. Ski & Snowboard’s Volunteer Competition Worker Registration.
5. Confirm with Race Administrator that all competitors/forerunners meet event participation requirements.
6. Confirm the venues to be used for the assessment. Review the venue with the Chief of Race/SkillsQuest Tournament Director and develop an on-hill competitor security plan.
7. Review the Program for the SkillsQuest Tournament with the Chief of Race/SkillsQuest Tournament Director. Review whether adequate time is allowed for the athletes to successfully warm-up, complete the assessment, and observe the scheduled start time.
8. Meet with the SkillsQuest Tournament Race Administrator and confirm who is preparing required Jury Minutes, tracking the assessment scoring, and submitting required documentation to U.S. Ski & Snowboard. *(When run in conjunction with a competition day, it is recommended that the competition Race Administrator not also assume the duties of the SkillsQuest Tournament Race Administrator.)*
9. Confirm accident reports have been submitted as required.
10. Confirm that an athlete roster from the SkillsQuest Assessment has been submitted to **jeff.weinman@usskiandsnowboard.org.** *(Use assigned Transmittal number as email’s subject.)*
11. Confirm that Event Document Packet(s) are submitted in accordance with SkillsQuest requirements listed in the Master Packet of Forms 5. Non-FIS Event Document Packets.

Additional information regarding SkillsQuest is available on the U.S. Ski & Snowboard website: **usskiandsnowboard.org/sport-programs/skillsquest.**